

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Health Policy Analyst</u>	CLASSIFICATION CODE: <u>02718100</u>
	SALARY RANGE: <u>133 54364-61576</u>	REFERENCE POSITION NO.: <u>1193-51500</u>
	Department or Agency Name: <u>Health</u>	APPLICATION PERIOD: <u>01/20/06-01/26/06</u>
	Division/Section/Unit: <u>Center for Health Equity and Wellness</u>	
	Assignment(s) / Comments: _____	
	Shift and Days: _____	Job Location: <u>3 Capitol Hill, Providence</u>
	Restrictions/Limitations: <u>Ltd. Federal Funding 6/29/07</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____	
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service 	<ul style="list-style-type: none"> • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
The Initiative for Healthy Weight (IHW) Program Manager will oversee and manage all components of the RI IHW program to prevent overweight/Obesity and related chronic diseases through the lifespan. Responsibilities include: hiring and supervising initiative staff, identifying, establishing and maintaining relationships with key partners at the local, state and national level, coordinating and/or facilitating Partnership for Healthy Weight coalition and steering committee meetings, overseeing needs assessments and interventions, facilitating training programs for initiative partners, providing updates and technical assistance on the initiative to HEALTH and outside groups, represent the initiative at appropriate committees and meetings and perform other tasks related.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Possession of a master's degree in public health, health care administration, hospital administration, health policy, health planning or a closely related field; and employment in a responsible position in a public or private agency involving participation in the administration of medical care programs; or, employment in an administrative or consultative position in the field of public health, health grants management, hospital administration, health planning or health statistics. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Kathy Guadagno	Telephone #: <u>222-2265</u>
	Office of Health Personnel	Fax #: <u>222-1256</u>
	3 Capitol Hill, Room 402	TTY/TDD #: <u>1-800-745-5555</u>
	Providence, RI 02908	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER